

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

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| Position Title: Public Education/Fire Safety Specialist | Job Family: 2 |
| General Classification: Professional | Job Grade: 25 |

Definition: Under general direction of the Fire Marshal or designee, develops, prepares, and presents fire safety community education and outreach programs to the public and City personnel; creates informational materials, newsletters, and handouts; performs routine inspections of State Fire Marshal-regulated occupancies and other occupancies as assigned to ensure compliance with State and local fire codes; and performs other duties as assigned.

Distinguishing Characteristics: This position is a single-class position that reports directly to the Deputy Fire Marshal.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Develop and present fire and life safety educational programs and support the Environmental Safety Section with educational programs geared toward residents, community groups, businesses, and City personnel.
2. Assist the Public Safety Support Services clerical staff with scheduling station tours, apparatus requests, fire drills, block party applications, and other miscellaneous events as necessary. Track and maintain up-to-date statistics on community outreach efforts.
3. Serve as a Fire Department representative to local residents, governmental agencies, community groups, private businesses, and others concerning questions and activities related to public education.
4. Develop, modify, coordinate, and deliver public education and information programs and special related projects.
5. Prepare and develop fire and life safety outreach materials, support the Environmental Safety Section with outreach materials, and contribute to the City newsletter.
6. Prepare general correspondence, summary reports, and records of activities.
7. Recruit and coordinate additional volunteer resources for community education and outreach programs.
8. Monitor and maintain Public Education program supply inventory.

9. Represent the Fire Department in a professional and knowledgeable manner to the public.
10. Assist in planning and execution of a variety of program areas which may include special-interest classes, youth programs, and special events.
11. Represent the City in the community, on City committees, and in local and regional organizations.
12. Perform routine inspections of State Fire Marshal-regulated occupancies, or other occupancies as assigned, to ensure existing buildings meet and maintain minimum fire safety standards.
13. Review and inspect routine special events, festivals, and temporary use permits/applications.
14. Maintain database records for assigned inspections.
15. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: National, State, and local fire safety and fire inspection standards, laws, codes, and ordinances; principles and practices in regard to: techniques and principles of developing public education and training materials; principles of the learning process; communication skills used for group discussions and instruction; correct English usage for public speaking and preparation of written educational materials; audio/visual media capabilities for public education and instructional purposes; teaching techniques and classroom training aids; and planning and scheduling the use of equipment, personnel, and locations for public education.

Ability to: Maintain a calm and professional demeanor during stressful or difficult situations; effectively communicate both orally and in writing with City staff, outside agencies, and the general public; establish and maintain effective and cooperative working relationships with City staff, community representatives, special-interest groups, and the general public; write effective and accurate reports and memorandums; use modern office technology and equipment, including computers, related software, telephones, calculators, copiers, and fax machines; work occasional weekends and after-hour events/assignments as specified by the Fire Marshal or designee; evaluate public education and public information programs; communicate effectively in meetings and in group discussions; establish rapport with officials of other agencies, fire agencies, the general public, and special-interest groups; write and edit training and educational materials, handouts, and presentations; and prepare visual training aids and prepare accurate reports.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Education equivalent to completion of an associate's degree with major coursework in communications, public administration, fire science, or a related field and two years of experience in community education and/or outreach program coordination, including public instruction and presentations or a related field. A bachelor's degree from an accredited college or university may substitute for one year of the required experience.

Required Licenses or Certificates: Possession of a valid California Class C Driver License. Completion of, or ability to complete within two years of appointment, the following California State Fire Marshal (CSFM) classes: CSFM Inspector 1A (Duties and Administration), 1B (Fire and Life Safety), 1C (Field Inspection), and 1D (Field Inspection).

Working Conditions: This position must be available to work occasional weekends and after-hour events/assignments as specified by the Fire Marshal or designee.

Established: August 2007

Revised: February 2024

~~HRD/CLASS SPECS~~

~~Public Education/Fire Safety Specialist~~